Colchester Public Schools
Application for Approval of Field Trip

Overview: This form must be completed by all staff to request approval of a field trip.

Directions:

1. Complete the form attaching all applicable documentation and submit to your administrator. The application must be submitted **at least two weeks prior for in-state** field trips, and two **weeks and two months prior for out-of-state** trips.
2. The Administrator will recommend or not recommend. If approved, the form must be sent to the Superintendent.
3. The Superintendent will either recommend or not recommend and will bring to the Board of Education if the request is for an out-of-state field trip.
4. If applicable, the Board of Education reviews and makes the final decision.

Today's Date: 11/21/22

Field Trip Information

Applicant Name: Kevin Burke	**Method of Transportation:** Bus (2)
School: BA	**Bus Service Number(s)** *(if applicable)*: 860 537 2622
Grade(s) and Group(s): 9-12	**Number of Students:** 25-30
Date(s) of Trip: 12/18/22	**Number of Day(s) of Trip:** 1
Event: Developmental Track Meet	
Destination: Providence Career and Tech Academy	**Phone Number:** 401-456-9136
Address (for each destination): 41 Fricker St Providence	**State:** RI 02903
Time of Departure From School: 9:30 am **Time of Arrival Back at School:** 7pm	**Special Clothing and/or Equipment Required:** Track Uniform

Student Cost Information

***Cost to Student:** $ 0	**Suggested Student Pocket Money:** $ 0

Supervision Information (List names of all employees, other chaperones, and cell phone number for each)

1. **Name:** Steve Browning	**Cell Phone:** [redacted]
2. **Name:** Jeff Brunoli	**Cell Phone:** [redacted]

List all adult chaperones: Ratio of adult chaperones to students must be at least: 1:5 for Grades K-2, 1:8 for Grades 3-5; 1:10 for Grades 6-8; and 1:15 for Grades 9-12 (one-day trips) or 1:10 (overnight trips)

Administrator Signatures

Applicant Signature	X Recommended	
Administrator's Signature Amy Bezio	☑ **Recommended**	☐ **Not Recommended**
Superintendent's Signature Kristen Rowell	☑ **Recommended**	☐ **Not Recommended**

Board of Education (if applicable)

Board of Education Meeting Date:	☐ **Recommended**	☐ **Not Recommended**

Bus Information

Bus Reservation Date:	**Price of Bus(es): $**

*If a trip to a foreign country, please complete and attached the CIRMA insurance application and notify parents of coverage

Field Trip Instructional Plan

Colchester Public Schools

Field Trip Location(s): Providence Career + Technical Academy

Reference Check: Visited site on:_____ *or* Spoke with: _____

Name: Kevin Burke **Grade/Group:** 9-12

(Teacher(s) completing this form)

Instructional Focus of Trip

- **This field trip is directly related to curriculum** ☐ Yes ☑ No
- **Curriculum Unit(s):**
- **Specific Curriculum Standards Addressed by Field Trip** (please refer to CT Core and disciplinary standards)**:**
- **Assessment of Student Learning** (describe or attach the work students will complete upon their return to convey the learning)**:**

Trip Agenda/Activities: List/attach entire break out of times for each day. Include travel time and all activities. Attach additional sheet if needed.

DATE/TIME	LOCATION	ACTIVITY
12/18/22		Developmental Indoor Track Meet

Approvals:

Kevin Burke Department Chair (High School Only)	11/21/22 Date	☑ Approved	☐ Denied
Amy Begue Principal	11/21/22 Date	☑ Approved	☐ Denied
K M Director of Teaching and Learning	11/21/22 Date	☑ Approved	☐ Denied

Field Trip Cost Form

Date(s) of Trip: 12/18/22

Event: Developmental Track Meet

Number of Students:

25-30

M&J Bus(es) ONLY

Estimated Hours for trip:
(Add 1 hour pre/post trip)

Number of Buses: 2

Per Student Calculations:

	M&J Bus(es) ONLY	Coach Bus(es) ONLY
Admission per student:	0	
Miscellaneous Fees per student:	0	
Total admission and miscellaneous fees:	0	
Cost of Bus	$500	
Total Field Trip ***Cost per Student:**		

Additional Costs:

Number of Substitute Teachers	0
Rate per Day	
Special Education costs	0
Cost Associated if Nursing Required	0
Total ***Cost to District:**	
Total ***Cost of Trip:**	

Alternate funding for trip provided by: none

***Insert these costs on the accompanying Field Trip Application**

Form updated 5.27.21